

Group Course Committee

Purpose

1. The Group Course Committee (GCC) is a forum for the coordination of courses, course quality and delivery and attendant policies.

Terms of Reference

2. The GCC operates with and through its Chair, the Group Chief Academic Officer. Under the Chair's leadership, the GCC has the following roles and functions:
 - a) Consider and provide feedback on major changes to existing courses;
 - b) Review the day-to-day operation of College Programs;
 - c) Monitor moderation of student assessment results;
 - d) Analyse data and make recommendations for the continuous improvement of the content and delivery of all courses;
 - e) Review the implementation and operation of academic policy;
 - f) Consider recommendations of Curriculum Advisory Committees;
 - g) Make recommendations to the Academic Board and the Executive Committee where appropriate; and
 - h) Review student feedback surveys.
3. The GCC meets monthly and reports to the Academic Board via the Chief Academic Officer and the representatives of the PLT and Postgraduate programs who are regular attendees at Academic Board meetings.
4. The GCC should review its terms of reference biennially to provide assurance that it remains consistent with the Academic Board's objectives and responsibilities.

Membership

5. The GCC is constituted by the following members:
 - a) Chief Academic Officer (Chair);
 - b) Academic Secretary (Secretary);
 - c) Chief Academic Officer, The College of Law New Zealand;
 - d) Programme Director, The College of Law New Zealand;
 - e) Director, International Relations and Development;
 - f) Director, Academic Regulatory Compliance;
 - g) Director, Teaching, Learning and Design Directorate;
 - h) Assistant Director, Teaching, Learning and Design Directorate;
 - i) Director, Customer Engagement and Student Administration;
 - j) Manager, Program Operations and Delivery;
 - k) Director, Academic Quality;
 - l) Head of Postgraduate Programs;
 - m) Executive Director, Centre for Legal Innovation;
 - n) Executive Director, The College of Law ACT;
 - o) Executive Director, PLT Program (New South Wales);
 - p) Executive Director, The College of Law Queensland;
 - q) Executive Director, The College of Law South Australia;
 - r) Executive Director, The College of Law Victoria; and
 - s) Executive Director, The College of Law Western Australia.
6. The GCC may invite such other persons (course lecturers, external experts, executive staff, etc) to attend its meetings as it deems necessary.

Quorum

7. A quorum is a simple majority, including the Chair, at any meeting.
8. A simple majority of those present is required for the passing of any resolution.

Minutes

9. Minutes of each meeting will be provided by the Secretary to the Chair for review within 7 days of the meeting and circulated to GCC members within 14 days of the meeting.

Circular resolutions

10. Out-of-session decisions may be required for matters outside of regular meetings. In such circumstances, the Chief Academic Officer or delegate may request members to deliberate on matters via circular resolution.